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SALARY AND WAGE DIVISION

ANNUAL REPORT

1 July 1961 - 30 June 1962

SECTION 1. Major Accomplishments and Developments During Fiscal Year 1962

The objective of the salary and wage program is to establish and maintain salary and wage structures that are internally consistent, that recognize unique Agency characteristics, and that compare favorably with the best structures in Government and industry. Continuing study is made of external systems and practices to determine what advances and improvements can be incorporated into the Agency system.

Major accomplishments during the year include surveys of major components throughout the Agency to maintain proper alignment and grading patterns; review of all staffing and development complements under [redacted] maintenance of career service and component average grades; development and preparation of career service grade authorizations for fiscal year 1962; review of all supergrade positions and ceilings, and necessary revision of descriptions and rankings for approval by the DCI; continuing review and revision of the occupational handbook to provide for changes in occupational structure; maintenance of pay systems and policies for scientific and engineering, and prevailing rate positions; development of specialized pay systems for medical positions; surveys of positions in [redacted] field areas; continuing studies of grade and pay practices throughout industry and Government.

A statistical summary of major activities is as follows:

POSITION SURVEYS AND INDIVIDUAL ACTIONS Workload 19%

Organization	No. Surveys	No. Positions	Positions Audited	Descriptions Written	Positions Classified
DD/S	3	1,220	789	238	232
DD/I	0	0	348	121	60
DD/P	2	620	417	208	442
TOTAL	5	1,840	1,554	567	734

Position surveys were conducted by studying Agency organizations and developing descriptions consistent with current functions. Positions were then evaluated by comparison with position standards, internal comparison, and comparison with other organizations in Government and industry. During the fiscal year surveys were conducted in overseas areas throughout the world as well as in headquarters components.

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STAFFING COMPLEMENT REVIEW AND DISTRIBUTION Workload 7%

<u>Organization</u>	<u>S/C Requests</u>	<u>S/C Changes</u>	<u>No. Positions</u>
DD/S	114	105	<div style="border: 1px solid black; width: 100px; height: 100px;"></div>
DD/I	75	71	
DD/P	99	78	
TOTAL	288	254	

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The number of positions covered in Staffing Complement changes was approximately the same as for the preceding year, indicating that the number of changes has leveled off from previous years, and should remain fairly constant in the future, unless affected by substantial organizational changes in the Agency.

GRADE CHANGES ON STAFFING COMPLEMENTS

<u>Organization</u>	<u>Proposed Upgradings</u>	<u>Upgradings</u>	<u>Downgradings</u>	<u>Net Change</u>
DD/S	300	106	11	+95
DD/I	50	24	1	+23
DD/P	350	49	40	+9
TOTAL	700	179	52	+127

The total number of upgradings is substantially higher than for the previous year (28 to 127). It is, however, substantially lower than the proposed upgradings. In previous years no record has been kept of proposed upgradings. Since proposals affect the workload, however, this will be reported in the future.

PLANNING PAPERS

Workload 2%

<u>Organization</u>	<u>No. Planning Papers</u>	<u>No. Positions</u>
DCI	3	<div style="border: 1px solid black; width: 150px; height: 100px;"></div>
DD/S	11	
DD/I	13	
DD/P	15	
DD/R	1	
TOTAL	43	

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This heading covers all review of planning papers under and In some cases no issuance was necessary because staffing complements remained unchanged. Issuances are covered under Staffing Complement Review and Distribution. For some components no planning papers have been submitted this fiscal year.

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SECRET

Approved For Release 2003/01/29 : CIA-RDP80-01826R000100130030-8

SECRET

QUARTERLY CAREER SERVICE GRADE AUTHORIZATION Workload 2%

<u>Organization</u>	<u>No. Prepared Quarterly</u>	<u>No. Spaces</u>	<u>No. Personnel (CSGA)</u>
DD/S	11		
DD/I	12		
DD/P	<u>1</u>		
TOTAL	24		

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A comparison of the Grade Authorization and the on-duty strength for each Career Service was prepared and disseminated with the quarterly Career Service Grade Authorizations.

AVERAGE GRADE MAINTENANCE

Workload 2%

<u>Organization</u>	<u>Year</u>		<u>Career Service</u>		<u>No. Career Service</u>
	<u>1961</u>	<u>1962</u>	<u>1961</u>	<u>1962</u>	
DD/S	9.17	9.28	9.56	9.64	11
DD/I	10.00	10.01	9.99	10.00	12
DD/P	10.07	10.10	9.98	10.01	1
DD/R		12.15		11.92	1
Agency	9.79	9.85	9.79	9.83	25

Average grade maintenance involves insuring that upgradings are compensated for, where possible, by corresponding downgradings or that uncompensated upgradings are appropriately justified. For the DD/P area average grades for all components (19) must be maintained.

PAY CHANGES (Prevailing Rate Positions)

Workload 3%

<u>Position Category</u>	<u>Number Changes or New Schedules</u>	<u>No. Titles or Rates</u>	<u>New Titles</u>
GA	6	27	1
GP	8	50	3
LB	1	0	0
WB	8	7	3
RM (Radio Maintenance)	0	0	0
FN (Foreign National and Local)	<u>12</u>	<u>100</u>	<u>0</u>
TOTAL	35	184	7

POSITION STANDARDS, GRADING PLANS AND TECHNIQUES Workload 1%

NumberPositions Covered

2

300

Standards prepared included a field clerical checklist and simplified position guides.

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Approved For Release 2003/01/29 : CIA-RDP80-01826R000100130030-8

EXTERNAL WAGE AND SALARY DATA

Workload 7%

Number Documents

Number Wage Categories

12

450

This involves securing information on pay and personnel practices in private industry and in numerous other Government agencies for general salary and wage purposes and for survey comparisons. Documents collected included published standards and guides, copies of position descriptions and pay plans, and statistical information on pay fixing methods and procedures.

SPECIAL STUDIES AND STAFF SERVICES

Workload 39%

1. Additional changes were made in the salary and wage regulation and handbook, and a salary and wage policy statement was developed.

2. Review was made of the Agency Handbook of Occupational Titles and Codes to provide for numerous changes in occupational structure.

3. A study was made of pay and benefits of GP employees to determine if premium pay was justifiable.

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4. A study was made of courier positions throughout the Agency to determine accuracy and adequacy of grading and titling structure.

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5. A study was made of the Grade and Salary Plan [REDACTED]

[REDACTED]

6. A study was made to develop a special pay schedule for Medical Officer (Specialist) positions.

7. A study was made to determine the practicability and legality of recruiting non-government employees above the base of the grade.

8. A study was made of supergrade level positions throughout the Government to prepare a compilation of the number for most agencies.

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9. A delegation of authority was developed to authorize certain [REDACTED] chiefs to approve new salary schedules for Foreign Local employees in certain cases.

10. A study was made of the authorities and methods applied to P.L. 313 positions and employees elsewhere in the Government, and a schedule for comparable scientific employees in the Agency was developed.

11. A revision was made of the proposed Agency Pay Plan.

12. A complete review was made of supergrade positions and comparison made with other agencies to establish appropriate levels.

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SECRET

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13. Studies were made of industrial pay and practices for technical and professional positions.

14. A study was made of pay of clerical employees in industry as reported by the National Office Management Association and the Bureau of Labor Statistics.

Formal Training 4%

Other overhead, primarily leave 14%

During the year one employee was detailed for approximately two months to POD for recruitment duty.

SECTION 2. Objectives for Current Year and Status of Current Program (1 July 1962 - 30 June 1963)

POSITION SURVEYS

Surveys have been completed in major components in the DD/S and the DD/P areas. During the current year it is anticipated that additional surveys will be initiated in these areas and in the DD/I area with the objective of covering the remainder of the Agency. Estimated coverage for the current year is as follows:

<u>Organization</u>	<u>Number of Positions</u>
DD/S Area	
DD/I Area	
DD/P Area	
TOTAL	

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STAFFING COMPLEMENT REVIEW AND DISTRIBUTION

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The annual review of staffing complements should be approximately the same as for the preceding year, i.e. [REDACTED]

PLANNING PAPERS

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Planning Paper review should equal the preceding year, approximately [REDACTED]

QUARTERLY CAREER SERVICE GRADE AUTHORIZATIONS

The workload for this category should equal that of the preceding year, 24 CSCA's quarterly, covering approximately [REDACTED]

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AVERAGE GRADE MAINTENANCE

The same number as for the preceding year is estimated, approximately 25, plus 19 for the DD/P area.

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PAY CHANGES (Prevailing Rate Positions)

While this category varies, approximately the same number can be estimated as for the preceding year, 35 changes affecting 184 titles or rates.

POSITION STANDARDS AND GRADING PLANS

Greater emphasis on standards, standard job descriptions, and grading plans is anticipated for the year. An estimate is 5 standards and 150 standard job descriptions affecting

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EXTERNAL WAGE AND SALARY DATA

It is estimated that approximately a dozen documents will be secured affecting 500 or more wage and salary categories, requiring detailed compilations.

SPECIAL STUDIES AND STAFF SERVICES

It is estimated that special studies and staff services will continue as in the preceding year. Additional salary and wage plans are anticipated and the maintenance of scientific and engineering pay rates is a continuing function. Additional review of the Agency occupational handbook will be necessary.

SECTION 3. Program Outlook for Budget Year (1 July 1963 - 30 June 1964)

POSITION SURVEYS

Surveys will continue to be directed toward the goal of performance evaluation to maintain current organization documentation and effective grade alignment.

STAFFING COMPLEMENT REVIEW AND DISTRIBUTION
PLANNING PAPERS
CAREER SERVICE GRADE AUTHORIZATION
AVERAGE GRADE MAINTENANCE

Functions under these categories will be carried out as previously for the purpose of maintaining an organization capable of effectively carrying out the varying administrative, technical and professional Agency functions.

PAY CHANGES (Prevailing Rate Positions)

It is anticipated that this function will continue essentially the same as in the past.

POSITION STANDARDS AND GRADING PLANS

Continuing emphasis will be required to secure adequate and effective coverage of all Agency positions.

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EXTERNAL WAGE AND SALARY DATA

Accumulation of information and data of this type will continue to be an essential function.

SPECIAL STUDIES AND STAFF SERVICES

Continuing emphasis will be on studies of job patterns and practices in other agencies and private industry. Development and refinement of pay systems and techniques will continue.

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